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Approved For Release 2005/11/21 : CIA-RDP70-00211R000800320001-6

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

## Notes re Plan for Purging of Records

FROM:

DD/P Records Management Officer

NO.

DATE

7 March 1960

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/RMS -    
604 1016 16th Street

RECEIVED

FORWARDED

3/10

3/11

*[Signature]*

3/11

3/11

*[Signature]*

3/11

3/14

*[Signature]*

3/25/60

*[Signature]*

3/31

*[Signature]*

4/1/60

*[Signature]*

1. During our meeting of 10 February, each RMO was requested to draft a brief outline plan for purging files to fit the particular needs and requirements of the division or staff concerned - see para. 3.g. of minutes dated 12 February. Such a brief plan, with the approval and support of your division/staff chief, can assist in a common understanding of action required and serve as a vehicle for your follow-up to insure progress. The attached "NOTES RE OUTLINE PLAN FOR PURGING RECORDS" identify certain actions and common steps required. You may find the Notes helpful in preparing your own outline plan.

2. The undersigned is available for any appropriate advice and assistance and will call on you in the next week to discuss progress.